

The background features a large, semi-transparent watermark of the Rockwall Farmers Market logo. The logo is circular with a scalloped border. At the top, an orange arc contains the text "HISTORIC DOWNTOWN". In the center, a dark rectangular box contains the text "ROCKWALL FARMERS MARKET" in a stylized font. At the bottom, another orange arc contains the text "EST 2008".

ROCKWALL FARMERS MARKET VENDOR HANDBOOK

ROCKWALL FARMERS MARKET | SATURDAYS | 8:00AM to NOON | MAY – SEPTEMBER

Historic Rockwall County Courthouse – Downtown Rockwall – 101 E. Rusk Street

The Friends of Downtown (FOD) offer patrons a quality market with a wide range of locally produced goods.

Farmers Market Food Safety Guidelines, Permits & Required Certificates

Qualifications: Vendors must directly grow, raise, and/or produce the products for sale in Texas. Exemptions may be approved with full disclosure of the outside source.

Permits and/or certificates required for the following types of vendors:

Packaged food vendor: Manufacturer Permit

Meat vendor: State or USDA Permit (Meat must be stored frozen in a mechanical freezer at 0 degrees or less)

Milk vendor: State Licensing

Egg vendor: Temporary Food Establishment License (Eggs must be maintained at an ambient air temperature of 45F and below and must be labeled as “ungraded” with safe handling instructions)

Cottage food vendor: Food Handler’s Certificate (Product must meet labeling requirements)

Allowable cottage food products:

Baked goods (not requiring refrigeration)

Coated, uncoated nuts, unroasted nut butters, fruit butters

Fruit pies (including pecan pie)

Popcorn and popcorn snacks

Dry mixes

Roasted coffee or dry tea

Candy

Canned jams and jellies

Dehydrated fruits/vegetables including dried beans

Cereal, *including granola*

Vinegar, pickles, mustard

Dried herbs or herb mixes

Taxable items: Sales Tax Certificate

Vendors selling foods requiring temperature control must have equipment onsite to maintain proper food temperatures.

Refrigeration/freezer units must have thermometers for verifying temperatures.

Food Sampling Guidelines

- Provide hand wash station w/continuous flow spigot for clean potable water, antibacterial liquid soap, paper towels, container to catch dirty water from hand washing
- (3) step ware washing station to wash, rinse, and sanitize utensils
- Waste receptacle to capture cups/utensils
- Disposable plastic gloves
- Observing proper hand washing techniques immediately before preparing samples
- Produce for sampling must be washed in potable water to remove soil or other visible material
- Potentially hazardous food maintained at 41°F ↓ s/b disposed of after 2 hrs.
- Surfaces used for cutting samples are smooth, non-absorbent, and easily cleaned or disposed of

Resources:

[Texas Farmers' Markets: Becoming a Vendor](#)

[Agrilife Extension Food Safety Education](#)

[Texas Health and Human Services](#)

Rockwall Farmers Market (RFM) Rules & Operations Manual

1. Applications are subject to review and approval. Only approved vendors permitted to sell at the RFM.
2. Vendors maintaining food or agricultural retail operations will be considered on a case-by-case basis.
3. Vendors missing more than 3 markets are subject to removal.
4. The RFM is a pop-up market; vendors are required to supply their own canopy, canopy weights (required), tables, chairs, electrical cords and cord covers.
5. Vendors may set-up between 5AM and 7:30AM. To ensure pedestrian safety, no vehicles shall be allowed in the market area after 7:30AM. During set-up hours, vendors must exercise caution and drive slowly. Vendors may not block thoroughfare when unloading.
6. Vendors must vacate the market area by 1:00PM. Vendors shall not use public trash receptacles for disposal of boxes or unsold produce. If FOD has to clean your space at the close of market, vendor may not be able to return. Vendors cannot leave items/supplies on premise after the market has closed.
7. Parking: Vendors shall park in designated public lots. Vendors may not utilize on street parking on San Jacinto, Kaufman or Rusk Streets. Parking map: www.rockwall.com/mainstreet. Market operators will ask vendors to move their vehicles and if non-compliant, vendors will be prohibited from participating in the RFM.
8. FOD is responsible for market operations and for enforcing the rules set forth. Violation of any provision of the market rules shall be a material breach and default by vendor. FOD reserves the right to cancel a vendor's participation at any time if vendor is found to be in violation of market rules or eligibility requirements.
9. Designation and allocation of space at the market is determined by FOD and is subject to change at any time market coordinators deem necessary.
10. Vendors are responsible for keeping their area clean/free of any conditions that might potentially result in or cause injury to vendors and other persons/parties during market hours. Sidewalks must be free and clear of debris/cardboard boxes. Cords stretched across sidewalks and pathways must be covered securely.
11. RFM will open rain or shine. If rain is forecasted, vendors may use discretion regarding attendance. Weather-related absences will not be applied to the (3) allowable absences rule.
12. Vendors shall sell only items the committee has approved for sale. Vendors wishing to add an item(s) to their list must first gain approval from the committee by submitting an amended application.
13. Vendors shall determine the pricing and display of their products.
14. All vendors must abide by health code and restrictions, rules, laws of the City, County, and State.
15. No potentially hazardous produce or product will be permitted for sale.
16. Items intended for human consumption shall not be stored on the ground at any time and shall be in safe condition. Vendors are solely responsible for damages resulting from the sale of unsafe or unsound goods.

ACKNOWLEDGEMENTS

I, the undersigned, certify the statements made by me are true, complete, and correct to the best of my knowledge. I agree to abide by the rules as stated in the "Rockwall Farmers Market Rules". I understand any misstatement or omission of facts in this application may be cause for rejection of this application and/or cancellation of a prior approval of an application.

I, the undersigned, understand and agree to keep and maintain my vendor space(s) and all areas in and about said vendor space(s) clean and free of debris and any conditions that might potentially result in or cause injury to myself and any other persons or parties. I also understand and agree I am solely responsible and assume entire responsibility and liability for any claim or actions based on or arising out of injuries, including death, to persons, or damages to or destruction of property, sustained or alleged to have been sustained in connection with or to have arisen out of or incidental to the condition and quality of any and all products, produce, wares and matters of any kind that I produce, market, display, serve and/or sell at, about or through the "Rockwall Farmers Market".

I, the undersigned, further specifically agree to fully defend, indemnify, release and hold harmless the City of Rockwall, Rockwall County and the Friends of Downtown (FOD) and their respective officials, officers, agents, directors, attorneys and employees (hereafter referred to collectively as the "Indemnified Parties") from and against any and all suits, claims, judgments, demands, actions or causes of action, liabilities, losses, costs or expenses, including the reasonable attorney's fees and court costs and disbursements, whether arising in equity, at common law, or by statute, or under the law of contracts, torts (including negligence and strict liability without regard to fault) or property, of every kind and character (including claims for personal injury, bodily injury, emotional distress, real and personal property damage and economic loss) (all of which are hereinafter collectively called "Claims"), which may now or in the future be brought or instituted or asserted on account of or growing out of or arising from (i) any failure on my part, my partners, officers, managers or agents, subtenants or licensees ("My Parties") to comply with the provisions of this Agreement, or to comply with the provisions of law applicable to my business, or the provisions of law applicable to the property of Rockwall County and the City of Rockwall, or (ii) any and all injuries or damages, including death, to persons or properties relating to the condition, or my use or occupancy of the property of the City of Rockwall and Rockwall County, including the operation of my business upon such property, regardless of any extraordinary shifting of risk, and even if the claims are caused by the active or passive negligence or sole, joint, current or comparative negligence of indemnified parties regardless of whether liability without fault or strict liability is imposed upon or alleged against such indemnified parties, but not to the extent that a court of competent jurisdiction holds in a final judgment that a claim is caused by the willful misconduct or gross negligence of such indemnified parties. The indemnity provided hereby specifically includes, but is not limited to, any loss, damage, or injury sustained by me, and any and all of my agents, employees, invitees, including caterers, and its contractors and patrons whether to person or property and whether the result of negligence, gross negligence or wrongful conduct. The indemnification shall also include costs of defense, which shall be an attorney of the Indemnified Parties' choice, court costs, expert witness fees, and any judgment together with pre-judgment and post-judgment interest. The City of Rockwall, Rockwall County nor the (FOD) assumes any responsibility for any property placed on or in its facilities or grounds.

I acknowledge and agree the City of Rockwall, Rockwall County and (FOD) Rockwall will not provide any security for the market and the City, County and (FOD) Rockwall shall not be liable for any lost, stolen and/or damaged property, materials, equipment, produce, goods, and any other items associated and/or used in conjunction with the market. I hereby release the City, County, Friends of Downtown and their Officials, Officers, Board of Directors, Agents, Representatives and Employees from, and waives any and all rights to any and all claims for damages, or otherwise, I may have with regard to lost, stolen and/or damaged property, materials, equipment, produce, goods and any other items associated and/or used in conjunction with the market.

By signing this application, I agree to a site visit to confirm application information, by at least one member of the "Rockwall Farmers Market", prior to acceptance of application. Photos may be taken at the site visit for future marketing purposes. By signing this application, I also agree that I have read and understand the Market Rules and will comply by them. I also understand the parking regulations and agree to park in designated parking areas and that my failure to comply will result in being removed from the RFM.